































April 21, 2016

Tiffany Schaufler  
 Project and Land Manager  
 Minnehaha Creek Watershed District  
 15320 Minnetonka Blvd.  
 Minnetonka, MN 55345

**RE: MCWD Hwy 101 Causeway Shoreline Reconstruction - Wayzata, MN  
 Proposal for Landscape Design, Construction Document and Construction  
 Administration Services:**

Dear Tiffany:

As a follow-up to our work in 2015 related to the Hwy 101 Causeway Shoreline Reconstruction site, located between Grays Bay and Wayzata Bay on Lake Minnetonka, in Wayzata, MN, you and the MCWD have asked us to think through a strategy for taking the master plan layout that we produced in an earlier phase and updating the plan to reflect the new surveyed conditions and generate a Landscape Design. This would be followed by Construction Documents. The Landscape Design and Construction Documents will be prepared as two separate, stand-alone packages; **(1) The Grays Bay Shoreline and (2) The Wayzata Bay Shoreline.** The Grays Bay services are proposed with the understanding that this shoreline will be constructed using a standard MCWD limited quote process. The Wayzata Bay services are proposed with the understanding that this shoreline will be constructed using a public bidding process. This proposal also includes our Construction Administration services for landscape construction scope, assuming that construction will occur in 2016 and that the Grays Bay shoreline will be constructed first. Wenck Associates will provide Civil Engineering design in conjunction with our work including the boulder wall features, erosion control and structural features for both shorelines. For the Wayzata Bay shoreline, Wenck will also be responsible for the overall assembly of the Construction Document package, bidding and construction management. For all work, we see you and the MCWD staff as an integral partner especially related to emergent and live stake planting as well as coordination with all of the agencies. To respond to your request we have developed an approach, scope of work and associated fee below.

#### **Approach and Scope of Work**

For clarity, we have divided the Scope of Work into five main tasks for each of the two shorelines respectively; **Task 1- Preliminary Landscape Design, Task 2 – Construction Documents, Task 3 – Design Meetings, Task 4 – Construction Bid Documents and Bidding and Task 5 – Construction Administration.** The project includes the geographical areas identified as the Central Causeway, Small Island and North end zones from the project documents dated March 25, 2015. It is assumed that all significant work products will be transmitted in electronic form, that construction drawings will be produced using AutoCAD LT software and that an accurate survey of the site will be provided to us by the MCWD.

#### **GRAYS BAY SHORELINE**

**PROPOSED FEE: \$ 18,960**

##### **Task 1 – Landscape Design Tasks**

Landscape Design will build on the design approach that is represented in the Master Plan and as discussed with you recently. The Landscape Design tasks will include the following steps:



- Research potential irrigation supply and power source
- Site visit to augment survey
- Cad formatting and initial file set-up
- Refine and confirm planting design
- Prepare preliminary (60%) planting plans (assume 3 total at 22x34)
- Prepare preliminary (60%) plant list and planting details (assume 1-2 total at 22x34)
- Prepare preliminary (60%) planting specification
- Provide planting/irrigation cost opinion for inclusion in preliminary report

#### **Task 2 – Construction Document Tasks**

Our approach to the Construction Documents will be to work closely with MCWD staff on a regular basis during the CD phase so that landscape and contract documents are fully integrated. We will prepare the drawings, related technical specifications and bid item list for the planting and irrigation improvements. MCWD staff will assemble and print the entire document set that is required to quote the project on a limited basis. Our Construction Document Task will include the following steps:

- Confirm planting design modifications as per review comments
- Prepare final (100%) planting plans (assume 3 total at 22x34)
- Prepare final (100%) plant list and planting details (assume 1-2 total at 22x34)
- Prepare final (100%) planting specification
- Prepare irrigation concept plan with notes for design-build construction
- Provide planting/irrigation cost opinion for inclusion in final report
- Prepare quote item list
- Quality control review

#### **Task 3 – Design Meetings**

We will allow for our attendance at Design Team meetings during the design and documentation phases, and other meetings as noted, held at the MCWD main office.

- Attend up to 2 progress meetings with MCWD staff
- Attend 1 coordination meeting between cities of Wayzata and Minnetonka

#### **Task 4 – Construction Documents and Quote Tasks**

We will run the final plot, and allow for our attendance at the pre quote meeting and answer questions as follows:

- Plot final quote documents
- Attend 1 meeting with prospective companies interested in providing a quote

#### **Task 5 – Construction Administration Tasks**

We have outlined a set of services to be provided during the Construction Administration phase. The general intent is that Hart Howerton will be in an advisory role on portions of the construction that are based on our plans and specifications. The number of meetings attended and site visits assume that meetings and site visits will occur on the same days and that multiple site visit tasks can typically be accomplished during a given site visit. Additional meetings and site visits and the preparation of construction change orders can be provided for an additional fee. It is assumed that the construction schedule will not exceed 4 weeks of active construction. Our Construction Administration tasks will include the following:

- Process irrigation submittals
- Process contractor requests for information (RFI's)
- Attend pre-construction kick-off meeting



- Attend 2 construction observation visits

## **WAYZATA BAY SHORELINE**

**PROPOSED FEE: \$ 33,030**

### **Task 1 – Preliminary Landscape Design Tasks**

Preliminary Landscape Design will build on the design approach that is represented in the Master Plan and will allow us to advance the Master Plan in greater detail. The Preliminary Landscape Design tasks will include the following steps:

- Topo/soil survey review and request additional, if necessary
- Site visit to augment survey
- Prepare aesthetic design concept for boulder wall system
- Prepare typical cross sections in cad of boulder walls
- Prepare site layout in cad of boulder walls
- Refine and confirm planting design
- Prepare preliminary (60%) planting plans (assume 3 total at 22x34)
- Prepare preliminary (60%) plant list and planting details (assume 1-2 total at 22x34)
- Prepare preliminary (60%) planting specification
- Provide planting portions of the following to Wenck for inclusion in preliminary report: cost opinion, advise on operations and maintenance
- Project management and communications

### **Task 2 – Construction Document Tasks**

Our approach to the Construction Documents will be to work closely with Wenck by organizing the document production plan in advance to avoid any duplication of effort and by coordinating with Wenck on a regular basis during the CD phase so that civil and landscape designs are fully integrated. We will prepare the drawings, related technical specifications and bid item list for the planting improvements. Wenck will provide boulder wall, storm water, erosion control and structural drawings, related specifications and bid item list. Wenck will also assemble the entire document set and produce all other specifications and other documents that are required to publically bid the project. Our Construction Document Task will include the following steps:

- Confirm planting design modifications as per review comments
- Coordinate any grading or boulder wall modifications w/Wenck
- Prepare final (100%) planting plans (assume 3 total at 22x34)
- Prepare final (100%) plant list and planting details (assume 1-2 total at 22x34)
- Prepare final (100%) planting specification
- Provide planting portions of the following to Wenck for inclusion in final report: cost opinion, advise on operations and maintenance
- Bid item list/SEQ
- Quality control review

### **Task 3 – Design Meetings**

We will allow for our attendance at Design Team meetings during the design and documentation phases, and other meetings as noted, held at the MCWD main office.

- Prepare exhibits for 1 public presentation
- Attend up to 2 progress meetings with MCWD staff
- Attend 1 meeting/presentation to MCWD board
- Attend 1 coordination meeting between cities of Wayzata and Minnetonka

**Task 4 – Construction Bid Documents and Bidding Tasks**

We will final plot, sign the bid documents, allow for our attendance at the pre bid meeting and answer bidder questions as follows:

- Plot and sign final bid documents
- Attend pre-bid meeting
- Answer bidder questions

**Task 5 – Construction Administration Tasks**

We have outlined a set of services be provided during the Construction Administration phase. The general intent is that Hart Howerton will be in an advisory role on portions of the construction that are based on our plans and specifications. The number of meetings attended and site visits assume that meetings and site visits will occur on the same days and that multiple site visit tasks can typically be accomplished during a given site visit. Additional meetings and site visits can be provided for an additional fee. It is assumed that the construction schedule will extend for approximately 10 weeks of active construction, during 2016. Our Construction Administration tasks will include the following:

- Process product submittals
- Process contractor requests for information (RFI's)
- Advise Wenck on contractor applications for payment
- Attend pre-construction kick-off meeting
- Attend up to 2 construction observation visits
- Process Change Orders
- Attend substantial completion punch list visit and produce punch list

**SCHEDULE**

The MCWD will be setting a construction schedule beginning on or about June 1, 2016 and extending through Substantial Completion on or before October 31, 2016. It is our intention to comply with that schedule and notify you of any issues should they affect the schedule. The schedule is dependent on the receipt of the site survey in a timely way. Should the survey require extra time, the schedule will have to shift to respond to a fair time from when Hart Howerton receives the survey. Should planting or other construction occur beyond 2016 into 2017, we reserve the right to review the situation to understand if any additional expense may be incurred as a result of the expanded construction timing. This might include additional meetings or other site review.

**FEES**

We will work on an hourly time basis plus reimbursable expenses. Our fee for the services described above will be **\$ 18,960 for The Grays Bay Shoreline and \$33,030 for the Wayzata Bay Shoreline**. Reimbursable expenses are extra and relate to reproduction, travel, delivery and shipping. You should assume a budget allowance of approximately \$500 to cover reimbursable expenses. Bid set reproduction costs are not included and are expected to be within the responsibility of MCWD to produce any and all bid sets. We will bill you on a monthly basis.

Three key Hart Howerton staff members will be working on this project. They are as follows with respective fees indicated:

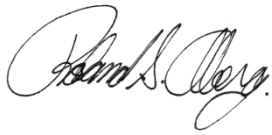
<b>Roland Aberg, Principal In Charge (for Design)</b>	<b>\$200 / hr</b>
<b>Roland Aberg, Principal In Charge (for Construction)</b>	<b>\$185 / hr</b>
<b>John Larson, Project Manager of Construction</b>	<b>\$160 / hr</b>
<b>Jennifer Lau, Production and Management</b>	<b>\$155 / hr</b>

**Other Hart Howerton staff may be utilized and their average billing rate will be \$145 / hr.**

This letter will serve as our contractual agreement combined with an MCWD cover contract agreement. Thank you for the opportunity to work with you on this challenging but important project.

Sincerely,

Accepted



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Roland S. Aberg

Principal

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MCWD

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Date

Hart Howerton

<b>Exhibit B - Scope of Work Budget Worksheet - Highway 101 Causeway Shoreline Reconstruction Project</b>			
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ID	Task	Estimated Hours	Budget
a	Data Collection	14	2,670.00
b	Preliminary Design Report	91	16,815.00
c	Final Design Report	70	12,690.00
d	Permitting	0	-
e	Design Meetings	33	6,585.00
f	Construction Bid Documents and Bidding	14	2,550.00
g	Construction Observation and Oversight	60	10,680.00

Sub-Total	282	\$51,990.00
Contingency (10%)		\$ 5,199.00
<b>Total</b>		<b>\$ 57,189.00</b>

Consultant	Time Allocation	Hourly Rate
Hart Howerton	100%	\$145/\$200 per hr